

## Plan for Piloting phase in VMA

What	How	By when	By whom	Progress update.
<b>Introduction</b>	To VMA staff: In a staff meeting.	End of September.	Jóhannes, Ketill and Kristín.	Done,
	To Harpa and other administrators Administrative meeting	Mid September.	Jóhannes, Ketill and Kristín.	Done,
	To staff at VMA that might participate in a mentor course or will follow the mentoring process in VMA (for example staff following students in other departments to workplaces).	Mid September.	Jóhannes, Ketill and Kristín.	Done, first round, need to do more.
	To Ingunn and other people at Akureyri Commune. Also Eining lðja union to check if certificate for Mentor course can be valued for workers.	Mid September.	Jóhannes, Ketill and Kristín.	E mails to Akureyri commune and Nordlenska food company. Beginning of Oct. Meeting 9. oct. Done
<b>Contacting prospective mentors.</b>	Ingunn at Akureyri Commune, she will help us find workplaces (public institutions) and people in these workplaces. Ingunn will discuss this with managers of different public institutions that students will name or show interest in.	Soon, end of September, list of people volunteering, mid October.	Ingunn, Harpa, Hjalti (principal) Johannes, Ketill.	Start meeting 9. Oct. With Akureyri commune. Done
<b>Introduction to students in ATF</b>	In class, as part of communication drills.	Late October	Ketill	Done,
<b>Translating</b>	Workmentor training pack, materials.	October	VMA staff. Jóhannes	English class for social science, Sigurður H. and Jónas J. Done
	Mentor course certificates	October	Johannes	Will do in January
	Post pilot survey	October	Johannes	Will do in January

<b>Mentor pilot course</b>	Arrangements. 2 x 3 hours + 1 + 1 in VMA and in the workplace. The two sessions in a group of 10 – 12 people. The third time when introducing the student to the workplace in November and hopefully signing the agreement between learner, workplace and VMA. First meeting with the student and mentor – boss in the workplace and then with the mentor on the first steps in mentoring the student. The last time during a visit to the workplace after the student has started the workplacement, meeting with the mentor and then with both of them.	Late October , November and January	Ketill, Kristín and Johannes	Done with group sessions in November 2012
<b>Organizing mentor course.</b>	Finding a place, deciding time and arrangements.	Mid october		Meeting 9. Oct. Done
<b>Designing mentor course</b>	Selecting content, exercises to use, designing the inputs and the timetable of the course. Collecting necessary equipment for having the course.	Before mid October	Johannes, Ketill, Kristín and Harpa	Done
<b>Supervisor for mentors – mentees</b>	Ensuring that mentors and mentees can contact someone who does not evaluate the student in the workplacement. This person has experience and skills in counseling.	During the course.	Harpa, the department head of general studies in VMA.	Done
<b>Post pilot</b>	Deliver certificates Administer survey. Collect data from survey, translate answers. Report on how we feel the piloting went. Send all answers and reports to Tanja.	March	Johannes	